

Entering Vouchers Using Three-Way Match

Overview

Use Voucher Match windows to create vouchers using the voucher-matching process.

- ◆ A **three-way match** compares the voucher you are entering to:
 - The original purchase order
 - The supplier's invoice
 - The purchase order receipt record for the items that were received – G/L Post Report

Three-way matches are generally used for purchases of finished goods. The item must have a purchase order receipt record showing that it was received before it can be entered a voucher for it using three-way match. This helps you avoid paying for items that you have not received, but for which the supplier has billed you.

If there is no purchase order to match, complete the instructions in [Entering Vouchers Without Purchase Orders](#).

This work instruction shows how:

[Enter a Voucher Using Three-Way Match](#)

[Add Miscellaneous Charges](#)

This instruction contains [Additional Functions and Options](#).

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, Accounts Payable.

(Citrix users – right click on the menu, choose View by Role, choose Accounts Payable.)

Accounts Payable > Voucher Processing > Voucher Entry > Voucher Entry with PO


Steps

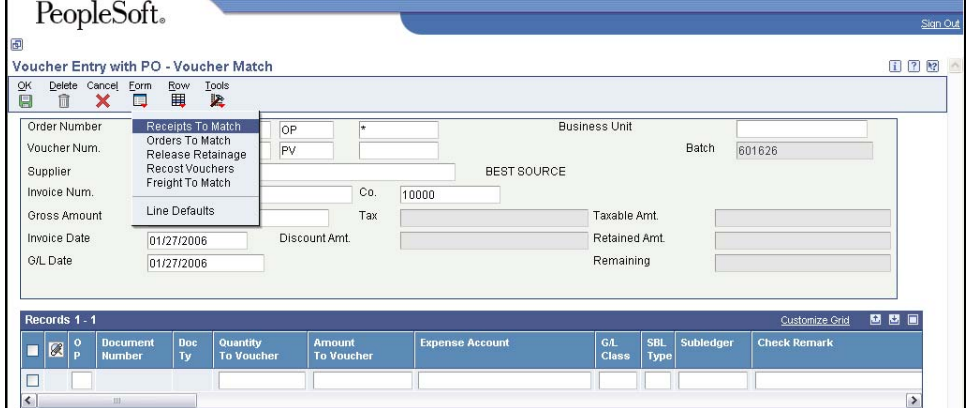
Enter a Voucher Using Three-Way Match

Start this instruction from the Voucher Entry with PO – Supplier Ledger Inquiry window.

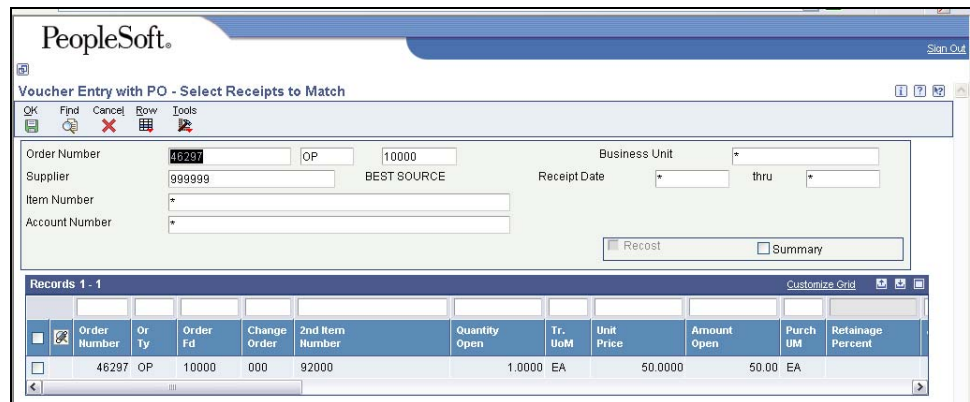
1. Click **Add**. The Voucher Entry with PO – Voucher Match window appears.

2. Complete the following:
 - Order Number – Type the purchase order number to be matched to the voucher.
 - Order Type – ex. OP, O9, OG, OH, etc.
 - Supplier – Type the supplier's Address Book number.
 - Invoice Num. – Type the number printed on the supplier's invoice.
 - ✎ Multiple invoice numbers can be entered (ex. invoice1, invoice2, invoice3, etc.) up to 25 characters.
 - Gross Amount – Type the amount of the pay item.
 - Invoice Date – Type the date printed on the supplier's invoice.

- G/L Date – Type the current date.
 - Co. (Fund) – Type the number of the fund responsible for the voucher.
 - Business Unit – Type the business unit number.
-  If you enter more than one voucher, the system will default the date entered for the first voucher to all subsequent vouchers.





3. Click **Form**, **Receipts To Match**. The Voucher Entry with PO – Select Receipts to Match window appears.









Order Number	Or Ty	Order Id	Change Order	2nd Item Number	Quantity Open	Tr. UoM	Unit Price	Amount Open	Purch UM	Retainage Percent
46297	OP	10000	000	92000	1.0000	EA	50.0000	50.00	EA	

4. Click **Find**, if needed, to display a list of receipts to match.

 If no available orders display, type an asterisk (*) in the **Fund** field and click **Find**. If no available receipts display, a voucher has already been created.
5. Choose one or more receipts to match.
6. Click **OK** to display your selection on the Voucher Entry with PO – Voucher Match window.
7. Write down the system-assigned numbers in the Voucher Num and Batch header fields.
8. Change the following, as needed, to reflect the vendors invoice:



 Changes must be made on the original line, not on the blank line at the bottom.

 - Quantity to Voucher – Type a quantity that matches the invoice quantity.

- Amount to Voucher – Type the price if the current price differs from the voucher.
 -  The Amount or Quantity may exceed allowable tolerances, if tolerances are set up. If the system displays an "Amount Exceeds Tolerances" error, contact the Purchasing Manager to resolve the discrepancy.
 - G/L Class – Enter the appropriate offset code. **Required for multi-funded 3-way match vouchers.**
 -  This field is *required* when the general ledger distribution for a portion of the voucher will go to a fund other than the fund listed in the voucher header. This action splits the accounts payable to multiple funds and prevents early cash movement among the funds.
 - Payment Terms – Type the appropriate payment term code.
 - Discount Due Date – defaults based on payment terms and invoice date
 -  If the voucher does not have a discount, when updating the due date, the discount due date must also be updated to the same date as the due date.
 - Due Date – defaults based on payment terms and invoice date
 -  **DO NOT CHANGE** the Discount Due Date or the Due Date. If either field needs to be changed, please follow the work instructions for [Special Handling a Voucher](#).
 - Payee Number – **DO NOT CHANGE**. Contact the Address Book representative at DAS – State Accounting for changes.
 -  **Changes to this field will create vendor payment problems**
 - Warrant Remark – Type a remark that will appear on the warrant.
9. Click **OK** to accept the information and clear the window.
-  Follow the same steps to enter additional vouchers or click **Cancel** to return to the Supplier Ledger Inquiry window.

Add Miscellaneous Charges

To add an additional charge, or reduce the original amount, that is not included in an invoice begin the following steps after Step 8 above.

-  Examples of miscellaneous charges include, but are not limited to, freight or delivery, invoice discrepancies, additional or reduced charges, rounding, etc.
 -  Do not add freight or delivery charges for items purchased off a contract, as all contracts should be FOB (Free on Board) Destination. Please note that some exceptions apply; review the specifications on the contract for delivery information.
9. On the next blank detail line complete the following:
- OP – Type **4** (Create New Order Line).
 - Quantity to Voucher – Type **1**.
 - Amount to Voucher – Type the amount of the freight or delivery charge.

- Expense Account – Type Account Number to charge for additional expense (i.e. xxxxxxxx.521300 for freight expense; xxxxxxxx = Business Unit, 521300 = object account for freight expense.)
- Or Ty – if not defaulted, enter the purchase order type (i.e. OP, O9, OH, OG, etc.)



This should match the original lines of purchase order

- Pay Stat – A (approved)



Gross Amount on voucher must equal the receipts vouchered plus any freight or delivery charge added.

10. Click **OK** to accept the information and clear the window.